1. **How and when to use the AutoSum command in excel?**

**Ans:-** When we want a some of numbers then we use autosum command. First Select the criteria where we want to apply the auto sum function then at the Click “AutoSum” on the Home Tab.

1. **What is the shortcut key to perform AutoSum?**

**Ans:- “ALT+=”**

1. **How do you get rid of Formula that omits adjacent cells?**

**Ans:-** 1) Open Excel and then click on File.

2) Go to Formulas Bar

3) Click on Error Checking Rules and uncheck the Formulas which omits cells in a region.

4) Click OK.

1. **How do you select non-adjacent cells in Excel 2016?**

**Ans:-** To Select the non-adjacent cells – Hold “Ctrl and select the cells”;

1. **What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

**Ans:-**  First Cell in the selected column will be replaced with the letters “O-C-W".

1. **If you right-click on a row reference number and click on Insert, where will the rowbe added?**

**Ans:-** If we right click on the row reference number and click on the insert the new row will insert below of the mentioned row reference.